



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DISABILITY ADJUDICATOR I

Job Number: 20001122

Job Code: 62150V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/16/2002

Job Revised: 05/16/2009

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Participates in a formal agency training program and provides closely supervised adjudication for Social Security Administration disability applicants; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in adjudicating Social Security Administration disability claims or administrative experience within an organization that adjudicates Social Security Administration disability claims will substitute for the required bachelor's degree on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under the guidance and monitoring of disability peer trainers, undertakes extensive training to develop skills needed for the adjudication of Social Security Administration disability claims. Learns basic human anatomy and medical information about disease processes, medical nomenclature and terminology, diagnostic studies and procedures/tests. Studies the Social Security Act with a major focus on Title II, Title XVI and amendments, Social Security rulings and federal regulations pertaining to medical, vocational and legal standards for disability. Develops skills in interviewing and in obtaining information from the applicant, medical and legal sources. Learns how to develop information pertinent to and supporting the application for benefits. Researches medical and vocational issues. Learns how to evaluate statements, claims and evidence for sufficiency, consistency, validity and credibility. With assistance from the peer trainer, determines eligibility for disability benefits and prepares a formal explanation of the determination.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. A 40-hour work week is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*